

# Presentation Bits

Handout to support the video-clip entitled: “Presentation Bits”  
About this handout

This handout helps you follow along the 3-minute video clip to guide you on essential tips for a successful presentation.

## 1. People are there to listen to you talk!

Think about the key task that your audience will be doing while you talk: they are there to listen to you.

- Don't chew gum or distract your listeners by covering your mouth.
- Focus on your speaking.
- Avoid distractions.

## 2. Speak loudly and slowly

Remember that your voice and your slides are the most important channels for your message.

- Speak loudly so everyone can hear you.
- Speak slowly so you can pronounce words accurately.

Remember that speed makes it harder to be accurate in your pronunciation.

## 3. Be aware of how much time you have to present

Remember the cultural orientations around the concept of time especially in Canadian workplace settings.

- Consider a few minutes less than what you are given.
- Keep a few minutes for questions.
- Practice! Practice! Practice!

## 4. Use simple key text points in your slides

People are there to listen to you speak, explain and tell them what is important about the topic.

- Don't read from your slides.
- Use the key points in your slides to support your explanation.
- Remember to use visuals as well.